



Title II - 2016

*Kansas Advisory Group on Juvenile Justice and Delinquency Prevention
Kansas Department of Corrections – Juvenile Services Division*

Pre-Application Conference Call

Grant Components

Read the:

*“Guidelines” (rules governing the funding) and
“Instructions” (step by step application instructions)
portions of the application packet thoroughly
before completing any section.*

[Application Packet](http://www.doc.ks.gov/juvenile-services/grants/apps/2017_Title_II)

http://www.doc.ks.gov/juvenile-services/grants/apps/2017_Title_II

Grant Components

Applicant Information:

- Applicant Agency / Contact Information
- Project Title
- Type of Application (DMC or ATD)
- Signatures
- FEIN / DUNS / SAM-CAGE Numbers
- JJDP Act Compliance (At last check, everyone was in compliance)

Program Summary:

This is where the bulk of the points will come from during the grant scoring process. This section is broken into 5 parts.

- Problem Statement
- Project Description
- Goals and Objectives
- Research or Evidence Based Programs and Activities
- Sustainability

Grant Components

Goals :

Describes intent to change, reduce, or eliminate the problem described. Directly related to the problem statement, the Performance Measurements, and purpose area. Specific and targeted with baselines from problem statement. Directly related to Performance Measurements and purpose area.

Objectives:

Derived from project goals, explains how goals will be accomplished. Specific and targeted with baselines from problem statement. Directly related to Performance Measurements and purpose area.

Performance measurements:

track progress in accomplishing specific goals, objectives, activities and outcomes. Collection of these measures allows for national data aggregation and accountability. Successful grantees will be required to report performance on a quarterly bases.

Grant Components

Evidence Based Programs:

The JJDP Act gives funding priority to programs that “are based on rigorous, systematic, and objective research that is scientifically based.”

Budget:

Covered in the “Budget” section of this presentation.

Attachments:

- A - Denial of Local Funding Letter
- B - SAM CAGE Registration Verification
- C - DUNS Registration Verification
- D - Copy of last audit or formal financial review
- E - Organizational Chart (if applicable)
- F - Job Descriptions (if applicable)
- G – MOU and/or Letters of Support (if applicable)
- H - Privacy Certificate (if applicable)

Eligible Program Areas

The KAG is currently funding two types of programs.

If your application does not specifically address Alternatives to Detention (ATD), or Disproportionate Minority Contact (DMC) , it will not be funded.

Eligible Program Areas

Alternatives to Detention (ATD)

Alternatives to Detention (ATD)

Community-based alternatives to secure detention and confinement, intended to reduce crowding, cut the costs of operating juvenile detention centers, shield offenders from the stigma of institutionalization, help offenders avoid associating with youth who have more serious delinquent histories, and maintain positive ties between the juvenile and his or her family and community.

ATD programs may increase public safety and are generally more cost effective than incarceration

Sample Alternatives to Detention (ATD) Programs:

Home confinement, or house arrest

Community-based program designed to restrict the activities of offenders in the community. Can be pre- and post-adjudication. Youth live at home, attend school or work (or both), etc.; however, they are closely monitored (electronically, or through frequent contact with staff, or both) to ensure that they comply with the conditions that the court has set.

Day (or evening) treatment (also referred to as day or evening reporting centers)

Highly structured, nonresidential, community-based alternative that provides intensive supervision to the youth. Can be pre- and post-adjudication. Youth are required to report daily to the treatment facility at specified times (either during the day or in the evening) for a certain number of days each week but are allowed to return home at night.

Intensive supervision programs (ISPs)

Community-based, nonresidential alternative that provides a high degree of control over youth to ensure public safety. ISPs are post-adjudication, and have strict conditions of compliance and high levels of contact from the probation officer or caseworker. ISPs typically use a variety of risk-control strategies (e.g., multiple weekly face-to-face contacts, evening visits, urine testing, electronic monitoring) and deliver a wide range of services to address youth's needs.

Specialized foster care

Post-adjudication, adult-mediated treatment model that recruits and trains families to offer placement and treatment for youth with histories of chronic and severe delinquency. Typically, youths are closely supervised at home, in the community, and at school. Foster care parents typically receive special training on the needs of youths involved in the juvenile justice system and have access to additional resources to address special situations. These parents provide one-on-one mentoring and consistent discipline for rule violations to the juveniles.

Eligible Program Areas

Disproportionate Minority Contact (DMC)

Disproportionate Minority Contact (DMC)

Programs to address system improvement designed to reduce, the disproportionate number of juvenile members of minority groups, who come into contact with the juvenile justice system.

Disproportionate Minority Contact (DMC) and Alternatives to Detention (ATD) programs are linked by nature. Effective ATD programs often have an effect on DMC, and vice versa. This Guide lists some sample DMC programs and options that are proven to be effective in reducing DMC.

For an overview of DMC, and some of the programs taking place in other states, [The Color of Justice](https://www.youtube.com/watch?v=ArPuTG_X4dg) is an excellent resource. Implicit bias programs, such as the ones used in Connecticut (also the first 2 sample programs in this guide), were among the top recommended DMC reduction strategies in [Kansas's 2013 DMC Assessment](https://www.doc.ks.gov/publications/juvenile/dmc) (recommendations start on page 151, with the implicit bias recommendation on 152).

Sample DMC Initiatives

A DMC initiative may include a number of different programs, services, or activities directed at several juvenile justice decision points and DMC factors. Possible DMC strategies can be organized into three categories based on the target audience:

- (1) direct services - address the requirements of *youth*; Direct services decrease overall crime and delinquency, particularly among minority youth, to reduce the potential for DMC
- (2) training and technical assistance - focuses primarily on the needs of *law enforcement* and *juvenile justice personnel*; equip juvenile justice service providers with the necessary skills and resources to reduce DMC
- (3) System Change, which involves altering aspects of the *juvenile justice system* that may contribute to DMC. System change strategies create wide-ranging and long-lasting modifications in policies, procedures, and/or laws that will decrease and prevent DMC.

DMC, What Works?

Education and awareness programs regarding data for system stakeholders and communities

Improving data collection / analysis - relying on data to determine which strategies will be implemented;

Training law enforcement on how to effectively interact with youth in communities & schools (ex. cultural competency, implicit bias, data analysis)

Using data to increase diversion & community-based options & working collaboratively with the community and across various court departments;

Implementing evidence-based and best practices such as objective Risk Assessment Instruments (RAI) and graduated sanctions;

Having boards that solely focus on DMC versus general juvenile justice boards.

Sample DMC Interventions

CJS: *Effective Police Interactions with Youth*; <http://www.ct.gov/opm/cwp/view.asp?a=2974&q=460244> (Possibly available at no cost)

Provides patrol officers with information to better understand youth behavior and with strategies for interacting with young people in positive ways. The goal of the training is to reduce the likelihood that interactions between police officers and young people will have negative outcomes and/or result in police action, particularly for minority youth. Certified police trainers teach officers about DMC and adolescent development through a variety of training strategies including videos, class discussions, small group activities, and role playing. In the training, participants learn: The role of patrol officers in helping to eliminate DMC; why adolescents tend to test boundaries, challenge authority, and have difficulty controlling impulses and making sound decisions and; Strategies for communicating more effectively with young people and improving police/youth relations. Also addressed are: Giving police officers training in youth development, Facilitating partnerships between police and schools, Educating the public and stakeholders, Using data to drive system improvement, and Making changes in the detention laws. Informational Video <http://www.ct.gov/opm/lib/opm/cjppd/cjjjyd/videos/police3mw.wmv>

CJS: *Effective School Staff Interactions with Students and Police*; <http://www.ct.gov/opm/cwp/view.asp?a=2974&Q=509638>

Similar program as above, targeted at school staff instead of police.

DSG: *DMC Technical Assistance*; http://www.dsgonline.com/Racial_Disparities

DSG provides education, resources, and technical assistance to state, local, and tribal governments and private organizations on the most promising, systemic, and programmatic techniques to address disproportionate minority contact (DMC) and eliminate racial and ethnic disparities within the juvenile justice system. They specialize in data collection, dissemination, and strategic planning.

Sample DMC Interventions

BI: *DMC Training for Stakeholders* <http://burnsinstitute.org/services/training/> (Possibly available at no cost)

Trainings developed for youth-servers including probation, prosecutors, law enforcement, indigent defenders, and judges aimed at increasing the understanding of disparities in the juvenile justice system. Trainings on: Using Data; Community Engagement; Using Data; Facilitation specific to DMC; Developing the DMC Collaborative, and more.

BI: *Readiness Assessment Consultation (RAC)*; <http://burnsinstitute.org/services/rac-evaluation/> (Possibly available at no cost)

The RAC is an evaluation of a local jurisdiction's will and capacity to address racial and ethnic disparities. The BI evaluates a series of factors that impact a jurisdiction's "readiness" to impact racial and ethnic disparities in its system. Included in those factors are: Understanding of DMC; Purpose of detention and detention utilization; Community engagement and collaboration; Data collection and analysis capacity. Upon completion of the assessment, the BI provides the jurisdiction with a report on the RAC findings, which includes a corresponding set of recommendations. Once system stakeholders have received the report, the BI facilitates an on-site debriefing to discuss the report and potential next steps for the site.

BI: *Intensive Site Engagement*; <http://burnsinstitute.org/services/intensive-site-engagement/> (Currently Funded in Johnson County)

ISE is a 1-3 year consultation involving judges, prosecutors, public defenders, police, probation, school officials, political leaders, service providers and community groups. BI staff leads group through a strategic, data-driven and consensus based process to reduce disproportionality. The process includes the identifying and targeting of populations of securely detained youth who stakeholders could instead safely supervise in alternative community-based settings. The consultation requires that BI staff attend monthly meetings at the site, provide the jurisdiction with a work plan that utilizes core strategies to achieve measurable results, and provide support with ongoing data analysis in order to ensure that sites stay focused and maintain fidelity. The jurisdiction must also provide a coordinator to work with BI staff to coordinate the overall effort.

Sample DMC Interventions

NJDC: *Juvenile Training Immersion Program* <http://njdc.info/our-work/jtip/>

A Curriculum for Developing a Specialty in Juvenile Defense. Training is composed of 40 Lessons in juvenile defense. Introduces attorneys or defenders new to juvenile work to the practice of advocating at delinquency proceedings.

MacArthur Foundation: *Juvenile Court Training Curriculum* <http://www.modelsforchange.net/publications/255>

Curriculum providing training materials on the most up-to-date adolescent development research and its application to juvenile court practice to: juvenile court judges, defense attorneys, prosecutors, and probation staff.

CJJR: *Multi-System Integration Certificate Program* <http://cjjr.georgetown.edu/certificate-programs/multi-system-integration/>

Weeklong program of intensive study designed to improve outcomes for crossover youth by improving multi-systems integration and collaboration. Focuses on policies, programs and practices related to crossover youth (children and youth who are known to multiple systems of care, particularly juvenile justice and child welfare).

CJJR: *Diversion Certificate Program* <http://cjjr.georgetown.edu/events/2016-juvenile-diversion-certificate-program/>

Focuses on juvenile diversion practices and programming. Brings together individuals and teams of prosecutors, law enforcement officers, probation staff and other local leaders to strengthen their diversion efforts.

NCJJ: *Continuous Quality Improvement* <http://www.ncjj.org/pdf/Qii%20Improvement%20Guide%20for%20Juvenile%20Justice.pdf>

Analyzing DMC data: NCJJ staff can do trainings (online or in person) for staff at all levels on how to understand DMC data and how to use it to make changes to practices. NCJJ can help jurisdictions implement systems to collect quality data, analyze it, and monitor trends over time.

Collaborative for Change (CFC): *Crisis Intervention Team Youth* <http://cfc.ncmhjj.com/wp-content/uploads/2014/06/CIT-Y-flyer.pdf>

Train the trainer law enforcement program that covers: Adolescent Development, Common Psychiatric Disorders among Juveniles, Crisis Response Techniques, Family Experience, Legal Issues, Community Options for Youth.

Useful Links

OJJDP's Literature Review of ATDs

<http://www.ojjdp.gov/mpg/litreviews/AlternativesToDetentionandConfinement.pdf>

OJJDP's ATD Model Programs Guide

<http://www.ojjdp.gov/mpg/Topic/Details/36>

OJJDP's DMC Resource Center

<https://www.nttac.org/index.cfm?event=dmc.Initiative>

The Color of Justice DMC and national programmatic overview

https://www.youtube.com/watch?v=ArPuTG_X4dg

Kansas's 2013 DMC Assessment (recommendations start on page 151)

<https://www.doc.ks.gov/publications/juvenile/dmc>

DMC Technical Assistance Manual

https://www.ncjrs.gov/html/ojjdp/dmc_ta_manual/dmcch4.pdf

Program Contact Information

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Applicants Fiscal Title II Fund Pre-application Training

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Financial Management Systems

Adequate Accounting System:

- **Grantee must maintain an adequate system of accounting and internal controls and ensure that an adequate system exists.**

Financial Management Systems

Adequate Accounting System:

- ◆ Present and classifies costs, as required for budgetary and evaluation purposes.
- ◆ Provides cost and property control to ensure optimal use of funds
- ◆ Provides cost and property control to ensure optimal use of funds

Financial Management Systems

An Adequate Accounting System:

- ◆ Meets requirements for periodic reporting.
- ◆ Provides financial data for planning, control, measurement, and evaluation of direct and indirect costs.

Financial Management Systems

In summary, a Financial Management System must be able to record and report on the:

- ◆ Receipt;
- ◆ Obligation; and
- ◆ Expenditures of grant funds.



Federal Financial Guide

Financial standards and regulations for Title II funding is laid out in the Federal Financial Guide which can be found here:

https://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf

Code of Federal Regulations

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

Department of Justice

- ♦ 28 CFR 66 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- ♦ 28 CFR 70 – Uniform Administrative Requirements for Grants and Agreements (including subawards) with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations

Code of Federal Regulations

	Applies To	OMB	DOJ
Administrative Requirements:	State & Local Units of Government	OMB A-102	28 CFR 66
	Non-Profit Organizations	OMB A-110 (2 CFR, Part 215)	28 CFR 70
Cost Principles:	Educational Institutions	OMB A-21 (2 CFR, Part 220)	Included as reference in CFR
	State & Local Units of Government	OMB A-87 (2 CFR, Part 225)	
	Non-Profit Organizations	OMB A-122 (2 CFR, Part 230)	
Audit Requirements:	Educational Institutions	OMB A-133	Included as reference in CFR
	Non-Profit Organizations		
	State & Local Units of Government		

Code of Federal Regulations

Major Provisions

- ◆ Allowable
- ◆ Necessary to the performance of a project
- ◆ Reasonable
- ◆ Allocable to the project and consistently treated
- ◆ Non-profitable
- ◆ Claimed against only one award, and
- ◆ Permissible under State & Federal laws and regulations.

Cost

Allowable Cost

- Approved line items submitted in the budget or current budget revisions.

Administrative cost

- Must be justified and cannot exceed 10% of the total budget.
- Must follow the 2014 OCFC Financial Guide.

<http://ojp.gov/financialguide/index.htm>

Classification of Costs

Direct Costs:

- ◆ Costs identified specifically with an activity
- ◆ Salaries and wages (including holidays, sick leave, etc.) for direct labor employees
- ◆ Other employee fringe benefits allocable to direct labor employees

Classification of Costs

Direct Costs: (cont.)

- ◆ Consultant services contracted to accomplish specific project objectives
- ◆ Travel of direct labor employees
- ◆ Materials/supplies purchased directly for use on a specific project

Cost Unallowable

- ◆ Advertising
- ◆ Alcoholic Beverages
- ◆ Audit Services
- ◆ Bad Debts
- ◆ Contingencies
- ◆ Contributions & Donations
- ◆ Entertainment
- ◆ Fines/Penalties
- ◆ Rental Costs
- ◆ Under Recovery of Cost under federal grants
- ◆ Activity before or after the grant period; and unapproved line items expenditure.

Matching Funds

- Grantees must identify the source(s) of all matching funds in the budget documents.
- Matching fund expenditures must be reflected in quarterly financial reports. It is the policy of KDOC that state funds may not be used to match other state funds, unless expressly authorized by the funding agency.

Procurement Procedures

General Guidance

- ◆ If State or local procedures offer more efficient protection for the Federal Dollar use them -- IF NOT, USE THE FEDERAL.
- ◆ Documentation. Very important! Contract files must establish an audit trail. Documentation should be sufficient enough to stand on its own.

Procurement Procedures

General Guidance re Competition

- ◆ Both the Common Rule A-102 and OMB Circular 2 CFR Part 215 require competition ON CONTRACT AWARDS.
- ◆ Bidders' lists should be continually updated.
- ◆ Newspaper/other advertising of contract requirement -- very important.

Procurement Procedures

General Guidance re Competition

- ◆ Local preference laws relative to contract award -- discouraged by Federal agencies.
- ◆ Local preference should only be used when a wider distribution is not possible.

Sole Source Justification

Sole Sources must be approved by KDOC

Use when:

- ◆ The item or service is available only from a single source.
- ◆ A true public exigency or emergency exists.
- ◆ After competitive solicitation, competition is considered inadequate.
- ◆ A for-profit entity not eligible to be a direct recipient may not be awarded a sole source contract.



Contracting Do's

- ◆ Compete
- ◆ Prepare IFB/RFP
- ◆ Maintain bidders list
- ◆ Conduct interviews
- ◆ Obtain prior approval
- ◆ Make documentation available

Contracting Don'ts

- ◆ Place unreasonable requirements
- ◆ Require unnecessary experience
- ◆ Engage in noncompetitive pricing
- ◆ Engage in organizational conflicts of interest
- ◆ Require unreasonable timeframes

Lists of Parties Excluded

- ◆ You must check the Federal Procurement or Non-procurement list before any contract or sole source is awarded.
- ◆ Frequently Asked Questions Electronic List of Parties:

<http://www.sam.gov/>

How to Calculate Match

$$\frac{\text{Award Amount}}{\% \text{ of Federal share}} = \text{Adjusted Project Cost}$$

$$\text{Adjusted Project Cost} \times \text{Recipient's Share} = \text{Required Match}$$

Ex: Federal Amount = \$80,000
80/20 Match

$$\frac{\$80,000}{80\%} = \$100,000 \text{ Adjusted Project Cost}$$

$$\$100,000 \times 20\% = \$20,000 \text{ Required match}$$

Budget Categories

- ◆ Personnel
- ◆ Fringe Benefits
- ◆ Travel
- ◆ Equipment
- ◆ Supplies
- ◆ Consultant/Contractual
- ◆ Other –Administration
- ◆ Other

Personnel Category

John Smith, Project Director	(\$60,000 x 100% x 2 yrs)	\$120,000
Peter Mayes, Program Manager	(\$45,000 x 100% x 2 yrs)	90,000
Mary Jones, Assistant Solicitor	(\$32,000 x 50% x 2 yrs)	<u>32,000</u>
		\$242,000

Cost of living increase for second year

John Smith, Project Director	(\$60,000 x 2%)	\$1,200
Peter Mayes, Program Manager	(\$45,000 x 2%)	900
Mary Jones, Assistant Solicitor	(\$32,000 x 2%)	<u>320</u>
		\$2,420

Total Personnel \$244,420

Costs must be necessary, reasonable, allowable, and allocable

Personnel Category - Narrative

The project director will oversee and manage the daily operations of the County drug court program. He will provide clinical assessments, clinical staff hiring and training, clinical treatment curriculum and maintenance of required licensing for the treatment facility. The program manager will serve as coordinator and provide legal assessments. He will coordinate the legal and treatment aspects of the program, monitor the participants' progress, and provide case management for each participant. The assistant solicitor will provide screening for eligible participants within the first weeks of arrest including regular visits to the county detention, attend team meetings and prosecute those participants who are to be unsuccessfully terminated from the program. The assistant solicitor's salary will be funded 50% by the grant, and 50% by the solicitor's office. The annual salaries of the project director, program manager and assistant solicitor are consistent with clinical directors, managers and solicitors in the area.

Time and Effort Time Sheet

- Where salaries apply to the execution of two or more grant programs, cost activities, project periods, and/or overlapping periods, proration of cost to each activity **must be made based on time and /or effort reports and supported by timesheets.**

Fringe Benefits Category

- ◆ What's included – (*i.e., FICA, health, retirement, workman's comp*)
- ◆ Unallowable – (*i.e., excessive fringe for executives and bonus*).

Costs must be necessary, reasonable, allowable, and allocable

Fringe Benefits - Narrative

FICA	6.75%
Retirement	9.20%
Workman's comp	3.70%
Health Insurance	<u>11.00%</u>
Total Fringe	30.65%

The fringe benefit for each staff member is estimated at 30.65% of the salary which is the current cost of fringe benefits for current full time employees of the Third Judicial Circuit.

Project Director	(30.65% x 2 yrs)	\$37,148
Program Manager	(30.65% x 2 yrs)	27,861
Assistant Solicitor	(30.65%x 2 yrs)	<u>9,906</u>
Total Fringe Benefits Costs		\$74,915

Travel Category

- ♦ **State Travel Policy must be used**
- ♦ **Computation – *number of travelers x cost***
- ♦ **Purpose – *grant/program requirement***
- ♦ **Transportation - *air, taxi (show each separately)***
- ♦ **Other – *parking, tolls***
- ♦ **Local Travel – *mileage***

<http://www.admin.ks.gov/offices/chief-financial-officer/travel-information-for-state-employees>

Costs must be necessary, reasonable, allowable, and allocable

Travel Category - Narrative

Training

Airfare	3 x \$500	\$1,500
Lodging	3 x \$207 x 3 nights	1,863
Per Diem	3 x \$71 x 2 days	426
Per Diem (Travel days)	3 x \$53.25 x 2 days	320
Other (Transport to/from airport, hotel tax, taxi, etc.)		<u>450</u>
		\$4,559

Travel to Washington, DC for the Project Director, Program Manager, and Assistant Solicitor to attend the mandatory OJP sponsored National Drug Court Conference in December 2013.

Costs must be necessary, reasonable, allowable, and allocable

Equipment Category

2 laptop computers w/ CD ROM @ \$2,500	\$5,000
1 copier machine	<u>2,000</u>
Total Equipment Costs	\$7,000

A laptop computer will be needed by the Program Manager and Assistant Solicitor for the flexibility of using the computer at the office, at the courthouse, or the detention center. These laptops will be capable of supporting information shared by the team members and will be compliant with appropriate standards of confidentiality. The laptop computers and the copier machine are essential to the daily operations and effective job performance. The capitalization threshold per our agency's fixed asset policy is \$2,000.

Costs must be necessary, reasonable, allowable, and allocable

Equipment

- Equipment purchased with grant or match funds must have been included in the approved budget prior to the purchase.
- Equipment purchases must be inventoried and reported to KDOC within 30 days of purchase.
- Award labels must be attached to equipment stating paid for by grant and CFDA number.

Supplies & Operating Category

- ◆ Major types – (*i.e., office, training, postage*)
- ◆ Project benefits – (*i.e., how supplies will support efforts*)
- ◆ Training – *expenses including registration, lodging and per diem.*

Training expense must include detail documentation i.e. type of training, in state or out of state and location.

Costs must be necessary, reasonable, allowable, and allocable

Supplies & Operating Category

Office supplies	\$2,180
Cell phones (3) @ \$35	105
2 Portable Printers at \$200	400
Microsoft software for 2 laptops at \$400	<u>800</u>
Total Supplies	\$3,485

A portable printer and Microsoft Office software for each laptop is essential to the daily operations and effective job performance. Cell phones for each staff is necessary for flexibility of using the phone at the office, at the courthouse or the detention center, and for confidential calls. Office supplies will be needed for the job and program implementation and operations and are estimated to include 6 boxes of envelopes, 25 cases of paper, 20 cartridges for the printers, pens, clips, staples totaling \$1,090 annually.

Consultant/Contractual

- ◆ Type of Service – (*i.e., professional, financial*)
- ◆ Consultant rates – (*i.e., \$650 rule*)
- ◆ Sole source

Consultant/Contractual

Counselor	(\$20 per hr) x 1040 hours	\$20,800
Drug Screen Technician	(\$10 per hr) x 520 hours	<u>\$5,200</u>
Total Contractual Costs		\$26,000

The counselor will provide direct counseling services to participants. The counselor will be paid at an hourly rate of \$20 per hour which is consistent with state reimbursement for contract counselors and in accordance with standards set by the county alcohol and drug agencies. A Drug Screen Technician will be employed at the rate of \$10 per hour to provide screens on a regular basis with a schedule of screens conducted a minimum of 5 times per week to assure client abstinence. The schedule will allow for the technician to average 5 hours per week to allow for screens and documentation of results with proper chain of custody followed for specimens sent to a laboratory.



Other Administration 5% Category



- ◆ Major Types (i.e. rent, utilities)
- ◆ Basis – (i.e., 1200 sq ft @ \$22 per sq ft)
- ◆ Cell phone service

Other Administration 5% Category

Other Administration Narrative

Rent	\$52,800
Cell phone service for 2 years	<u>1,440</u>
Total Other Costs	\$54,240

Monthly rental payment for rental office space estimated at the cost of \$22 per square foot with 1200 square feet of space needed for the Drug Court office and group rooms. This would incur a cost of \$2,200 per month rent totaling \$26,400 per year. Cell phones are needed at a cost of \$60 per month for service for three people x 12 months = \$720

Supplanting

- ◆ To deliberately reduce State or local funds because of the existence of Federal funds.

- ◆ Example:

Funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose. The subgrantee replaces its funds with Federal funds, thereby reducing the total amount available for the stated purpose.



Other Category



- ◆ Other expenditures that do not fit into one of the stated categories.

Reasons Budget Don't Clear

- ◆ The budget detail worksheet is missing.
- ◆ The budget narrative computations are incorrect.
- ◆ The required match percentage has not been met nor source identified, if applicable.
- ◆ Unallowable costs are included in the detail budget or narrative worksheet.
- ◆ Required cost breakdown by categories has not been included.

Reasons Budget Don't Clear

- ◆ Incomplete budget narrative.
- ◆ Accounting System and Financial Capability Questionnaire form (FCQ) has not been submitted (new non-profit and commercial applicants).
- ◆ Costs are not necessary, reasonable, allowable, and allocable.

Record Keeping

- ◆ Grantees are expected to maintain books, records, documents, and other evidence, and certified accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of their grant.

Program Funding History

Identify all revenue received & projected to operate the proposed program.

- ◆ Units of local government must define source (i.e. county general).
- ◆ Other must be detailed as to funding source.



Reviews/Audits

- ◆ All grantees are subject to an on-site or desk review by the Kansas Department of Corrections's staff. These reviews will take place during the year or year(s) in which the program is funded. Grantees will be contacted two to three weeks prior to the review.

Opening Awards

- **Notification of Grant Award** – Must be signed and dated by the head of the organization and returned to KDOC. Please make note of the *Grant Award Number assigned and the award dates to the grant* and any special conditions that may have been added.
- **Grant Assurance and Contractual Provisions Attachment** – The Original Grant Assurances and Contractual Provisions documents must be signed and dated by the head of the organization or authorized official and returned to KDOC to be deemed open.



Fiscal Contact



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